

SINGLE SOURCE SAFETY DOCUMENT

CHAPTER 2

COUNCILS/COMMITTEES AND TRAINING REQUIREMENTS

2-1. GENERAL. Training of personnel at all levels in concepts of accident prevention and coordination among individuals and activities, for the purpose of devising means to prevent accidents, are key elements of the total safety effort. The Installation Safety and Occupational Health Advisory Council is established to enhance the accident prevention program, unit safety committees, and training programs for personnel at various levels.

2-2. SAFETY AND OCCUPATIONAL HEALTH ADVISORY COUNCIL. As required by AR 385-10, the Installation Safety and Occupational Health Advisory Council is established and will meet semiannually to review the accidents experienced on Fort Hamilton and suggest countermeasures for implementation. Membership will consist of the Garrison Commander; directors of U. S. Army Garrison Fort Hamilton; tenant activities; union representatives; the Industrial Hygienist; Occupational Health Physician or Nurse; and Environmental Engineer. The council meeting will be chaired by the Garrison Commander whenever possible. The Director of Safety is responsible for planning meetings and providing council members with appropriate information. Each member of the council will be notified of the time and date of the meeting. Special meetings should be called when critical and urgent safety problems arise. The Installation Safety Office will maintain and forward a copy of the minutes to all council members.

2-3. SAFETY BRIEFING. Commanders/supervisors will in process the Installation Safety Office for orientation within 14 days of assignment. All reserve unit safety officers participating in annual training at Fort Hamilton will receive an in briefing by Installation Safety Office personnel.

2-4. SAFETY REQUIREMENTS/TRAINING.

a. Commanders/supervisors or their designated person will present a safety briefing to all newly assigned personnel upon arrival. Material covered will include the individual's rights and responsibilities specified by the Installation Occupational Safety and Health Program and information on the hazards in the local area to include, but not limited to: traffic, water, firearms, hearing conservation, and heat and cold injury prevention.

b. Each company/directorate/division branch/tenant organization will ensure their personnel receive safety training as required by 29 CFR 1910, 29 CFR 1926, and Army Regulation 385-10, in addition to any unique organizational safety training requirements. Safety training records will be kept at organization level.

c. Specialized on-the-job safety training of employees will be performed by the supervisor or their designated person. This training will include, but not be limited to, precautions to prevent injuries from hazardous machinery and equipment, dangerous chemicals, fire prevention, and hazardous operations.

d. Civilian and military supervisors of civilian personnel will review 29 CFR 1960 Occupational Safety and Health for Federal Employees at http://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARDS&p_toc_level=1&p_keyvalue=1960 , the current Executive Order concerning safety, relevant Occupational Safety and Health Standards, hazard reporting, abatement, accident reporting, employee rights and responsibilities, and other appropriate topics. The Commanders /Supervisors Safety Handbook is located in the Installation Safety Office or Fort Hamilton Single Source Safety - <http://www.hamilton.army.mil/Garrison/InstallationSupportOffices/Safety.aspx>.

e. An Occupational Safety and Health Administration (OSHA) Poster DD Form 2272, available at Fort Hamilton Single Source Safety - <http://www.hamilton.army.mil/Garrison/InstallationSupportOffices/Safety.aspx> will be posted in each workplace in the location where personnel notices are usually placed. This poster explains employee rights and responsibilities delineated by Public Law 91-596.

f. Collateral Duty Safety Officer/NCO Meetings. Quarterly meetings with safety officers and key personnel will be conducted by major organizations to provide safety officers at the next lower command with current safety guidance. Meetings conducted by major subordinate unit safety officers will be documented with a copy of the minutes forwarded to the Installation Safety Office. Internal elements of major subordinate units will conduct and document similar meetings within the organization.

g. Holiday Safety Requirements. Special safety orientations/seminars will be conducted by commanders prior to holiday weekends. Safety orientations/seminars will include as appropriate, identification of seasonal hazards associated with holiday driving, recreational activities, fatigue, the over-consumption of alcohol, and the effects of prescription medication and over-the-counter drugs. Private vehicle inspections to identify unsafe vehicles may be conducted at the discretion of commanders or assigned representative. Assistance and holiday briefing guides are available at the Installation Safety Office.

2-4. BULLETIN BOARDS. Each company/directorate/division branch/tenant organization will devote a portion of their bulletin board to prominently display safety and health materials. In addition to accident material being posted, safety posters will be strategically placed throughout the area. Posters are available at the U.S. Army Combat Readiness/Safety Center webpage - <https://safety.army.mil/multimedia/POSTERLIBRARY/tabid/390/Default.aspx>. Posters designed by members of the unit and oriented toward unit needs are normally more effective than stock posters and should be used whenever possible. Posters lose their effectiveness rapidly and should be removed and/or replaced frequently.

2-5. SAFETY TRAINING. Each company/directorate/division branch/tenant organization will ensure their personnel receive safety training as required by 29 CFR 1910, 29 CFR 1926, and Army Regulation 385-10, in addition to any unique organizational safety training requirements. Safety training records will be kept at organization level.

2-6. REFERENCES.

a. Public Law 91-956

b. 29 CFR 1960, 1910, 1926

c. AR 385-10